



Superintendent Tom Horne

Arizona Department of Education

Assessment Section

<http://www.ade.az.gov/standards>

AIMS UPDATE FOR TEST COORDINATORS

March 11, 2005

6

Spring 2005 Testing – Frequently Asked Questions

We recommend that recipients of the AIMS Update communicate the information to superintendents, charter holders, principals, school test coordinators, teachers, special education directors, curriculum directors, counselors, assistant principals, students, and parents.

General questions

Can I use a pre-ID label with some incorrect data and bubble in the correct data?

No, if the pre-ID label has any incorrect data, do not use the pre-ID label. Instead all demographic data must be hand bubbled.

Can students write in the test books?

Yes, students in grades 3 through 8 may write in their AIMS DPA test books; students in grades 10 through 12 may write in their AIMS HS test books, and students in grade 2 may write in their TerraNova test books. However, students in grade 9 may **not** write in their TerraNova test books.

Can students use scratch paper?

Only 9th grade students testing on the TerraNova may use scratch paper. All other students are to write in their test books rather than use scratch paper.

How many items must a student answer for the test to be scored?

Students must answer at least one question in each of the testing sessions within a content area for that content area to be scored.

Can students use calculators?

No, unless specified in the student's IEP.

Can students use dictionaries and thesauri?

Yes, on AIMS Writing only. The use of a dictionary or thesaurus on other content areas is permitted only for students who have that as an accommodation in their IEPs.

Is there a mathematics reference sheet?

Yes, there is a math reference sheet for AIMS DPA grades 6, 7, and 8 and for AIMS HS.

Can we leave up posters with test taking strategies? Can we leave up visual aids that have been used throughout the school year? Can students use reference materials other than dictionaries and thesauri?

No. **All** visual aids that could assist the student while testing must be removed or covered up. You may leave posted the 6-trait scoring rubric that is included in the AIMS student guides. Students may not use any reference materials during testing other than a dictionary or thesaurus during the Writing AIMS and the provided Mathematics reference sheet during the Mathematics AIMS.

Must every test administrator and proctor sign the test security agreement?

Yes.

How many days does it take to administer the tests?

Grade 2 TerraNova must be administered in exactly two days. Grades 3 through 8 AIMS DPA must be administered in exactly four days. Grade 9 TerraNova may be administered in one or two days. AIMS HS Math is to be administered in one day.

Are the tests timed?

Grade 2 and 9 TerraNova are timed tests. Grades 3 through 8 AIMS DPA and AIMS HS are untimed tests. The times given to administer these tests are for planning purposes only and represent estimates of the time necessary for the vast majority of students to complete the test or testing session.

If a student is caught cheating on a test, how do we invalidate the test?

Report the incident to Irene Hunting via e-mail (ihuntin@ade.az.gov) and request directions for invalidation. Directions for invalidating the test will be e-mailed back to you.

Special Education / 504 / English Learner questions

Do I need to bubble in that a student with a 504 plan or an English Learner received standard accommodations?

Yes, for AIMS DPA or AIMS HS, all students who receive standard accommodations should have that bubbled on the demographics page. For grade 2 and grade 9 TerraNova, it is only necessary to bubble in non-standard accommodations.

How do I indicate that a student received non-standard accommodations on the grade 2 or grade 9 TerraNova?

For TerraNova, it is only necessary to indicate that a student has received non-standard accommodations. If the student received non-standard accommodations in Reading/Language Arts, bubble “3” in the RLA column of box BB on the demographics page. If the student received non-standard accommodations in Mathematics, bubble “3” in the MA column of box BB on the demographics page.

Can a special education student use a calculator on the Mathematics test?

If the student’s IEP indicates that a calculator is to be made available to the student while testing and this same accommodation is utilized during classroom instruction and assessment, then the student may use a calculator on the Mathematics test. This would be a non-standard accommodation.

Since there is no out-of-level testing this year, may I administer two grade levels of AIMS to a special education student, one at the enrolled grade level and one at the instructional level?

No, students are to test only at their enrolled grade level or on an alternate assessment.

Can I translate for English Learners?

Only the directions that are read aloud by the test administrator and the directions that students are to read on their own may be translated into the student’s native language for an English Learner. This translation must be an exact translation, must be oral, and must be requested by the student. No test items in any of the content areas are to be translated.

May special education students take longer than four days to test on AIMS DPA?

Whenever possible, all special education students are expected to complete AIMS DPA testing in the scheduled four days. If a special education student has as an accommodation in his/her IEP of extended testing time and the time the student spends on the first testing session scheduled for the day is so great that it is unreasonable to expect the student to finish the second testing session scheduled for that day, then that student may be permitted more than four days to complete AIMS DPA testing. This is a standard accommodation.

AIMS DPA and TerraNova questions

May I administer AIMS DPA in two or three days?

No, the AIMS DPA must be administered in exactly four days as described in the pre-test workshop.

Where can I get a copy of the testing manuals for the AIMS DPA?

The AIMS DPA Test Coordinator’s Manual and Test Administration Directions are posted on the ADE website at <http://www.ade.az.gov/standards/aims/Administering/>

Do students in grades 2 and 3 have an answer document?

No, students in grade 2 will mark their answers directly into their TerraNova test books, and students in grade 3 will mark their answers directly into their AIMS DPA test books.

Are all of the content areas for AIMS DPA in one test book?

Yes.

Does grade 2 TerraNova contain parts in the test book which the test administrator reads aloud?

Yes.

Does grade 2 TerraNova include manipulatives?

Yes a ruler.

AIMS HS questions

Can a student who begins the AIMS HS Mathematics test on April 12 finish the test on the next day or on April 19?

No, students who begin the AIMS HS Mathematics test on April 12 must finish the test on that same day.

Can I test only those students who must test on April 12 and have students, who are retesting trying to “exceed,” test on the make-up day of April 19?

No, April 12 is the day that all students who **must** test on AIMS HS Mathematics and all students who **may** retest on AIMS HS Mathematics are to test. The make-up date of April 19 is only for students who should have tested on April 12 but were absent from school on that day.

Shipping questions

How do I order additional materials?

You may order additional testing materials during the short-add window of March 28 – April 12 for TerraNova and AIMS DPA and March 28 – April 11 for AIMS HS Mathematics. After you have received and inventoried your shipment call CTB at 1-888-630-9145 to order additional testing materials.

Do all unused testing materials need to be returned?

Schools/districts will retain the testing manuals for grade 2 and grade 9 TerraNova and the grade 9 TerraNova test books. All other testing material must be returned to CTB whether it was used or not.

My school/district will be on Spring Break during the scheduled delivery dates for testing materials (March 28-31). What do I do about this?

Contact CTB at 1-888-630-9145 to inform them that your school district will be closed during the delivery window. CTB will let you know the one day that your shipment is due. You must make arrangement to have someone be at the school/district to accept the delivery and secure the testing materials.

CONTACT INFORMATION

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